



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

BOARD OF SUPERVISORS

**Gloria Molina**  
First District

**Yvonne Brathwaite Burke**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

October 27, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

TERMINATION OF MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE  
COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES AND  
COMMUNITY PARTNERS, INC.  
(All Districts) (3 votes)

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize and delegate authority to the Director of Health Services, or his designee, to terminate for convenience, the Memorandum of Understanding by and between the County of Los Angeles Department of Health Services and Community Partners, Inc. and to issue the required 30 day advance Notice of Termination (Exhibit I).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

In approving these actions, the Board is delegating authority to the Director of Health Services (Director), or his designee, to terminate the Memorandum of Understanding (MOU) with Community Partners, Inc. and to issue the required 30 day advance Notice of Termination. The MOU defined the relationship of the Violence Prevention Coalition (VPC), a project of Community Partners, and the DHS Injury and Violence Prevention Program (IVPP). The Director, or his designee, will take any necessary actions to ensure the close-out activities of the agreement.

FISCAL IMPACT/FINANCING:

The County provided in-kind services only to the VPC. There is no impact on the County's budget as a result of the termination of this MOU.

FACT AND PROVISION/LEGAL REQUIREMENTS:

On March 30, 2004, the Board approved the MOU with Community Partners. The purpose was to define the relationship between VPC and IVPP. This relationship has changed and the MOU is no longer recommended.

The MOU provides for termination by either party (contractor or County) with or without cause, upon the giving of at least thirty (30) calendar days' advance written notice to the other. Immediately following your Board's approval of the termination, the Chief of Operations, Public Health, as designee for the Director of Health Services, will provide the contractor with the Notice of Termination, substantially similar to Exhibit I, indicating that the MOU will terminate at midnight on December 9, 2004. The Notice of Termination will be delivered personally and/or by United States mail, certified or registered, postage prepaid, return receipt requested.

County Counsel has reviewed and approved the Notice of Termination as to form.

CONTRACTING PROCESS:

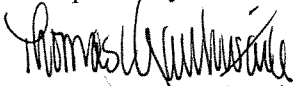
It is not appropriate to advertise termination on the Office of Small Business' Countywide Website.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

None.

When approved, this Department requires the original and three signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

TLG:ma

Attachment (2)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

SUMMARY OF TERMINATION OF AGREEMENT

1. Type of Service:

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES AND COMMUNITY PARTNERS, INC.

2. Contractor Address, Contact Person, and Contract Number:

Jane V. Elliot  
Chief Financial Officer  
Community Partners Inc.  
606 S. Olive Street, Suite 2400  
Los Angeles, CA 90014

Agreement Number: XXX

3. Term:

Immediately following the Board's approval on November 9, 2004, the Chief Operations, Public Health as designee for the Director of Health Services, will provide the contractor with a Notice of Termination to be effective at midnight on December 9, 2004.

4. Financial Information:

There is no fiscal impact on the County's budget as a result of the termination of this agreement.

5. Geographic Area Served:

Countywide.

6. Accountability for Program Monitoring and Evaluation:

John F. Schunhoff, Ph.D., Chief of Operations, Public Health  
(213) 240-8156

7. Approvals:

Public Health:  
Contract and Grants Division:  
County Counsel:

John F. Schunhoff, Ph.D., Chief of Operations  
Irene E. Riley, Director  
Robert E. Ragland, Sr. Deputy County Counsel



EXHIBIT I

BOARD OF SUPERVISORS

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DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

November 9, 2004

Jane V. Elliot  
Chief Financial Officer  
Community Partners Inc.  
606 S. Olive Street, Suite 2400  
Los Angeles, CA 90014

Attention: Jane V. Elliot

Dear Ms. Elliot:

TERMINATION OF MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE COUNTY OF  
LOS ANGELES DEPARTMENT OF HEALTH SERVICES AND COMMUNITY PARTNERS, INC.

On November 9, 2004, the Board approved termination of the Memorandum of Understanding with  
Community Partners.

This letter constitutes a 30-day advance written notice of the County's termination of the referenced  
agreement in its entirety. The termination will be effective at midnight on December 9, 2004, as provided  
under the Agreement's Paragraph 1.

Thank you for your collaboration with the County of Los Angeles under this MOU. If you have any questions  
regarding this notice, please contact me, at (213) 240-8156.

Very truly yours,

John F. Schunhoff, Ph.D.  
Chief of Operations, Public Health

JFS:ma

c: Each Supervisor  
Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller